



### **Incident Reporting Guidelines**

<b>Required Notifications: must be made the same day</b> <input type="checkbox"/> Guardian, advocate, or person identified <input type="checkbox"/> SSA for individual <input type="checkbox"/> Licensed or certified residential provider <input type="checkbox"/> Staff or family in the home		<b>MUI Reporting:</b>  <a href="mailto:report@greenedd.org">report@greenedd.org</a>  During business hours, and after hours: (937) 562-6500
<b>MUI = Major Unusual Incident (Protocol)</b>	<b>MUI = Major Unusual Incident (Non-Protocol)</b>	<b>UI = Unusual Incident</b>
Report to GCBDD within <b>4 hours</b> and Report <b>immediately</b> to Law Enforcement or Children Services in cases of suspected child abuse (up to age 22): <ul style="list-style-type: none"> <li>○ Physical Abuse</li> <li>○ Emotional Abuse</li> <li>○ Sexual Abuse</li> <li>○ Peer to Peer Acts</li> <li>○ Prohibited Sexual Relations</li> <li>○ Neglect</li> <li>○ Exploitation</li> <li>○ Misappropriation</li> <li>○ Unexplained or Unanticipated Death</li> <li>○ Media inquiries</li> </ul>	Report to GCBDD the <b>same day</b> : <ul style="list-style-type: none"> <li>○ Attempted Suicide</li> <li>○ Death-Other than Unexplained or Unanticipated</li> <li>○ Significant Injury</li> <li>○ Law Enforcement</li> <li>○ Medical Emergency</li> <li>○ Missing Individual</li> <li>○ Unapproved Behavioral Support</li> <li>○ Failure to Report</li> <li>○ Unanticipated Hospitalization</li> <li>○ Rights Code Violation</li> </ul>	Report to GCBDD by <b>3p.m. the next working day</b> : <ul style="list-style-type: none"> <li>○ Dental injuries</li> <li>○ Falls</li> <li>○ Injury that is not “significant”</li> <li>○ Medication errors (without likely risk of harm)</li> <li>○ Overnight relocation due to fire, natural disaster, or mechanical failure</li> <li>○ Peer to peer (not MUI)</li> <li>○ Emergency Room or Urgent Care visits</li> <li>○ Program Implementation Incidents</li> </ul>